



**DEPARTMENT OF THE ARMY
27TH TRANSPORTATION BATTALION (MC)
APO AE 09096**

REPLY TO
ATTENTION OF

AETV-SCS-MC

9 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Policy Letter #3: Army Equal Opportunity (EO) Complaint Process

1. As your Commander, I am fully committed to ensuring that all Soldiers, civilians, and family members are treated fairly and equitably under the provisions of the Department of the Army, USAREUR, V Corps, and 3rd COSCOM Equal Opportunity Programs. However, should a situation warrant attention under the EO program, the Army's complaint process is specifically designed to process all grievances expeditiously.
2. Individuals are encouraged to first use the chain of command for redress of grievances. However, other channels are available for further assistance or guidance. They are EO Advisors, the Chaplain, Inspector General, Judge Advocate General, Provost Marshall, Criminal Investigators, Medical agencies or the Chief, Housing Referral Office.
3. There are two options when filing EO complaints; Individuals may choose to file either an informal or a formal complaint. Informal complaints normally involve less serious incidents and can usually be resolved at the lowest level. Formal complaints, which will be monitored very closely, require specific actions to be followed within designated timelines. Commanders will provide written feedback to a complainant who has filed either a formal or informal EO complaint within 14 calendar days. The complainant has the option to appeal the results.
4. Individuals have the right to present complaints without fear of intimidation or harassment. The chain of command will ensure complainant and witnesses are protected from reprisal and retaliation.

WAYNE L. STULTZ
LTC, TC
Commanding

CF:
CDR, HHC
CDR, 619th MCT
CDR, 626th MCT
CDR, 627th MCT
CDR, 633rd DET
CDR, 634th DET
CDR, 635th MRD